

ROLLING RIVER SCHOOL DIVISION POLICY

Personnel Records Checks

GCDAP

As a condition of employment, all new employees are required to authorize the Rolling River School Division to conduct a criminal record check or background check with law enforcement agencies. New employees are also required to authorize the Rolling River School Division to request a Provincial Child Abuse Registry Check pursuant to Section 19.3(3) of the Child and Family Services Act.

All costs associated with the above requirements are the responsibility of the employee candidate.

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Date Adopted: January 22, 1998

Date Revised: June 5, 2003

Date Re-affirmed: October 24, 2007

ROLLING RIVER SCHOOL DIVISION REGULATION

Personnel Records Checks

GCDA/R

- All staff offered employment, be it on a Permanent, Term, or substitute / relief / casual basis, will be required to provide Criminal Record and Child Abuse Registry Checks at the time of employment and as a condition of employment.
- Where a criminal record is evident or when the individual has been listed on the Child Abuse Registry, the individual will be required to meet with the appropriate Senior Administrator to present, review and discuss the matter(s) of the record. Information obtained through the Criminal Record Check and the Child Abuse Registry Check will be considered in view of the requirements of the job for which the applicant is being considered.
- Copies of Criminal Record and Child Abuse Registry Checks previously issued by other employers / agencies will not be accepted.
- A teacher who is employed within three (3) months of the date of issue of their teaching certificate may not be required to provide a Criminal Record or Child Abuse Registry Check.
- The requirement for an individual who is re-employed by the Division to provide Criminal Record and Child Abuse Registry Checks at the time of re-employment will be at the discretion of the Superintendent. As a general practice:
 - An individual re-employed by the Division, who has not previously provided the aforementioned checks to the Division, will be required to provide the checks as a condition of employment.
 - An individual who is re-employed on a Term, substitute / relief / casual basis from one year to another, when there is not a break in employment may not be required to provide the checks on an annual basis. For the purpose of this process, the Division will not view the regular school breaks as a break in employment. However, the employment letter of offer will continue to state disclosure of this information as a condition of employment, at the discretion of the Division and at any time while the individual is in the employ of the Division, as a condition of employment.
 - An individual who is re-employed by the Division within three (3) months of any previous employment with the Division when the individual has provided the aforementioned checks, will generally not be required to provide the checks again.
 - An individual who is re-employed, when a break in employment in excess of three (3) months occurs, will be required to provide the checks.

ROLLING RIVER SCHOOL DIVISION REGULATION

Personnel Records Checks - continued

GCDAR

- School Based Volunteers will be required to complete Criminal Record and Child Abuse Registry Checks (as per School Based Volunteers Policy and Regulations IICC).
- The Division may apply the provisions of this policy and regulations to individuals working in a voluntary capacity in the Division at the discretion of the Superintendent.

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